



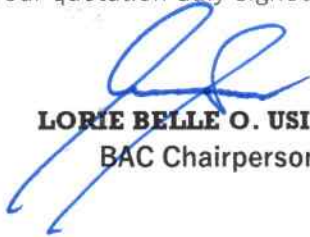
Republic of the Philippines
CITY OF ROXAS
 City Hall, Roxas City 5800
 (036) 620-5220



BIDS AND AWARDS COMMITTEE OFFICE

Date: OCT 28 2025
 Quotation No. QN- 2591

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than OCT 30 2025 08:00 a.m.


LORIE BELLE O. USISON
 BAC Chairperson

REMINDERS:

1. Delivery period within 30 calendar days
2. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment, from date of acceptance by the procuring entity
3. Price validity shall be a period of 30 calendar days
4. G-EPS registration certificate shall be attached upon submission of the quotation
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Please submit / attach updated certificate of supplier's registration or eligibility documents and additional requirements on sale of health-related goods and services.
7. All prices are inclusive of all applicable duties, government permits, fees, and other charges relative to the acquisition and delivery of items to City Government of Roxas.
8. In case of discrepancy over the amounts in words and in figures, the amount in words will prevail.
9. The end-user shall have the right to inspect and/or to test the goods if it's in accordance with the technical specifications.
10. In case of delay in the delivery, the supplier shall pay a penalty of one-tenth of one percent (1/10 of 1%) of the corresponding contract price for each day of delay, including non-working holidays (i.e. Saturday and Sunday), legal holidays or special non-working holidays.
11. Other terms and conditions shall be applied in accordance with the IRR of RA 9184.

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications are mandatory. Failure to comply with any requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.
5. Supplier can propose in one or two lots. However, the supplier shall quote for all items in the specified lot, including sub-sections, otherwise, the quotation shall be automatically disqualified.

Received by:

 Signature over Printed Name

 Company Name

Title & ABC: Supply and Delivery of Office Supplies, Janitorial Supplies and Computer Inks for the use of CMO – Zoning Unit with an ABC of One Hundred Twenty-Four Thousand Nine Hundred Fifty-Four Pesos and 10/100 (PHP 124,954.10)

ITEM NO.	ITEM & DESCRIPTION	BRAND	UOM	QTY.	UNIT PRICE	TOTAL PRICE
1	Ballpen with Removable Cap (Black) 0.5 mm		Pc	100		
2	Ballpen with Removable Cap (Blue) 0.5 mm		Pc	100		
3	Ballpen with Removable Cap (Red) 0.5 mm		Pc	40		
4	Bond Paper A4 (Sub 20) Size 500 Sheets		Ream	30		
5	Bond Paper Long Sub 20 (8.5" by 13") 500 Sheets		Ream	50		
6	Brown Envelope Long		Pc	40		
7	Brown Envelope Short		Pc	40		
8	Correction Tape		Pc	20		
9	Correction Tape, 5mm x 10		Pc	30		
10	DTR Form (500 pcs Pad) With "Overtime and Undertime Column"		Pad	2		
11	Envelope, Expanding, Legal		Pc	150		
12	Fastener, Plastic, 70mm Between Prongs, 50 Sets Per Box		Box	20		
13	Folder Long White		Pc	30		
14	Glue, All-Purpose 40ml		Pc	5		
15	Highlighter Yellow Green		Pc	20		
16	Masking Tape 2" x 25 yd		Pc	10		
17	Packing Tape 2" Clear x 100m		Pc	10		
18	Packing Tape 2" Tan x 100m		Roll	5		
19	Paper Clip Big Multi - Color Coated 50mm		Box	10		
20	Paper Clip Small Multi - Color Coated 33mm		Box	5		
21	Pencil #1 Lead w/ Eraser 12's/Box		Box	5		
22	Plastic Envelope, Ordinary, Long Size		Pc	20		
23	Record Book, 300 Pages, Size:214mm x 278mm min		Pc	5		
24	Record Book, 500 Pages, Size:214mm x 278mm min		Pc	5		
25	Rubber Band 70mm Min Lay Flat length 350 Grams Min. Thickness 1.00mm (Min)		Box	1		
26	Stamp Pad Ink, Black, 30ml		Bot	12		
27	Staple Wire #35 Standard 5000's/Box		Box	10		
28	Sticky Notes Asstd. (Page Markers)		Pads	5		

JANITORIAL SUPPLIES						
29	Alcohol, Ethyl 70% 1 Liter		Bot	20		
30	Dishwashing Liquid 250ml/Bottle		Bot	15		
31	Garbage Bag Large 20's/Roll		Pack	15		
32	Hand Soap Liquid Disinfectant (255ml)		Bot	5		
33	Toilet Tissue Paper 2 – Plys Sheets		Pc	20		
COMPUTER INKS						
34	Original Printer Ink Refill in 70ml Plastic Bottle Compatible for Epson Printer, BLACK		Bot	25		
35	Original Printer Ink Refill in 70ml Plastic Bottle Compatible for Epson Printer, CYAN		Bot	20		
36	Original Printer Ink Refill in 70ml Plastic Bottle Compatible for Epson Printer, MAGENTA		Bot	20		
37	Original Printer Ink Refill in 70ml Plastic Bottle Compatible for Epson Printer, YELLOW		Bot	20		
					Grand Total	
Amount in words:						

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Printed Name/ Signature

Name of Establishment/Dealer

Tel. No. / Cellphone No./ E-mail address

Address